

Travel Itinerary
Sort

Purpose:

Traveler:

Start Date:

End Date:

Start Date:  
Departure Date:  
  
  
 Start Time:  
Departure Time:  
  
  
 End Date:  
Arrival Date:

### Appointment

Purpose:

Location:

Address Line 1:

Address Line 2:

City:

State/Province:

Postal Code:

Country/Region:

Additional Info:

### Contacts

Name	Title	Company	Telephone

☒ Repeating Table

Notes:

travellItinerary

- generalTripInfo
  - startDate
  - startTime
  - endDate
  - endTime
  - purpose
- traveler
- travelPlanner
- events
  - event
    - startDate
    - startTime
    - endDate
    - endTime
  - appointment
    - comment
    - contacts
      - additionalInfo
      - purpose
      - location
      - telephoneNumber
      - faxNumber
    - address
    - accommodation
    - airTransport
    - groundTransport
    - comment

Fig. 1

**Travel Itinerary** [Sort]

Purpose:

Traveler:  Start Date:  End Date:

**Appointment**

Start Date:  Departure Date:  Start Time:  Departure Time:  End Date:  Arrival Date:

Purpose:

Location:

Address Line 1:

Address Line 2:

City:

State/Province:  Postal Code:

Country/Region:

Additional Info:

**Contacts**

Name	Title	Company	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ Repeating Table

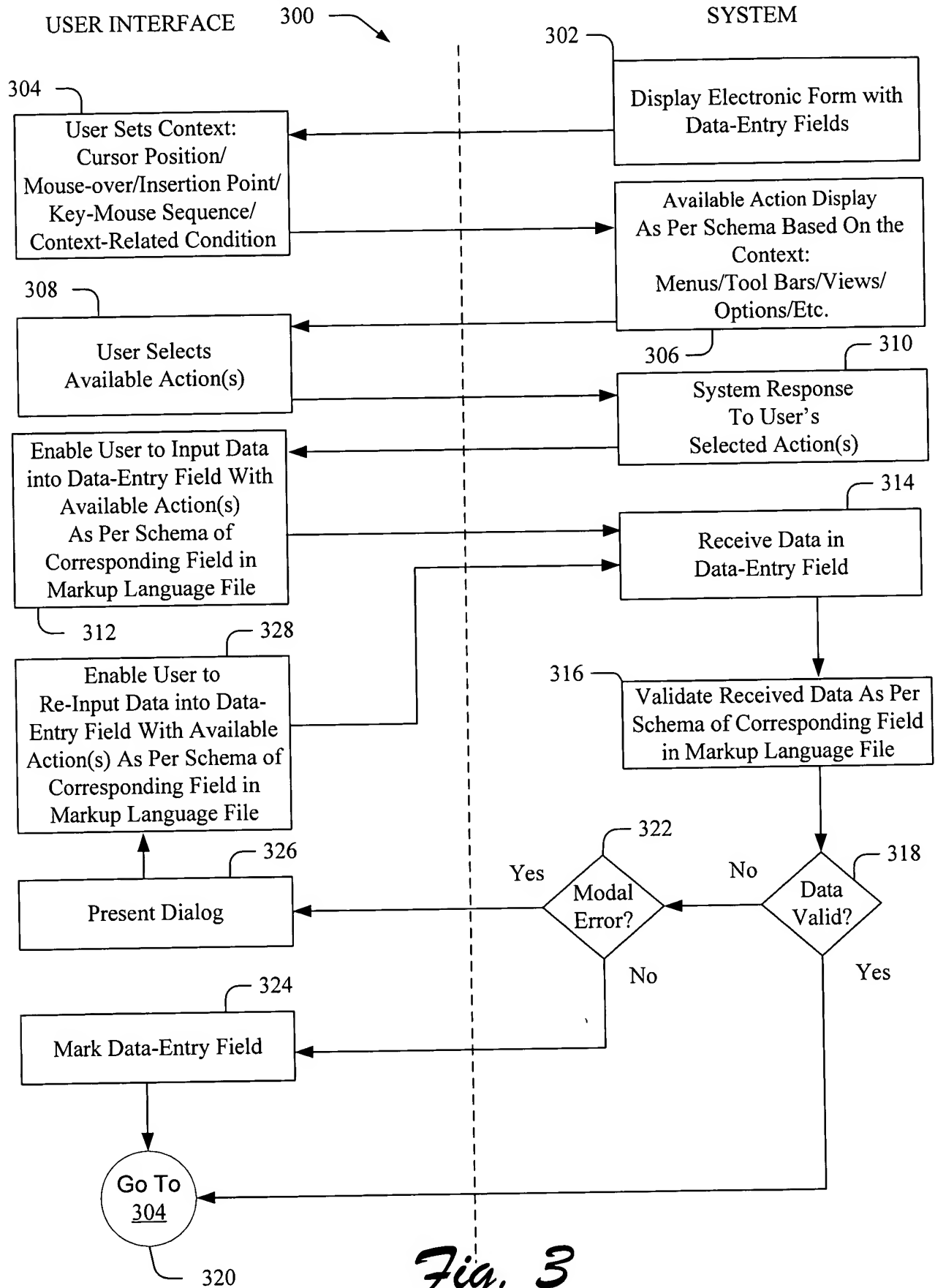
Notes:

**XML Structure:**

```

travelItinerary
├── generalTripInfo
│   ├── startDate
│   ├── startTime
│   ├── endDate
│   ├── endTime
│   ├── purpose
│   ├── traveler
│   └── travelPlanner
├── events
│   └── event
│       ├── startDate
│       ├── startTime
│       ├── endDate
│       ├── endTime
│       ├── appointment
│       │   ├── comment
│       │   ├── contacts
│       │   ├── additionalInfo
│       │   ├── purpose
│       │   ├── location
│       │   ├── telephoneNumber
│       │   ├── faxNumber
│       │   ├── address
│       │   ├── accommodation
│       │   ├── airTransport
│       │   ├── groundTransport
│       │   └── comment
│       ├── comment
│       └── ...
└── ...
    
```

Fig. 2



410

Fig. 4

Form1 - Microsoft XDocs Enterprise Edition

File Edit View Insert Format Tools Table Help

Type a question for help

Verdana

### Expense Report

Report Date: 1/27/2003 Expense Code: Expense Period: 2/3/2003 to: Business Purpose:

**Employee**

Name: Address Line 1:  
Title: Address Line 2:  
Department: City:  
ID Number: State/Province: Postal Code:  
E-mail Address: Country/Region:

**Manager**

Name: E-mail Address:

**Itemized Expenses**

Currency: USD (\$)

Date	Description	Category	Cost (\$)
Subtotal			
Less cash advance			
Total expenses (\$)			

**Notes**

**Signatures**  
Sign and print your name.

Microsoft XDocs

The Report Date Must Be Later Than the Expense Period

OK

Form template installed on this computer: urn:schemas-microsoft-com:office:xdocs:xml:ExpenseReportDomestic:1033

start Inbox - Microsoft Out... 1 Reminder MSWeb Home Page ... RE: MS1-1407US, 30... Form1 - Microsoft X... validation-pat-edit2... 5:41 PM

**Travel Itinerary** [Sort...]

**Purpose:**  
Southeast PA Sales Call

**Traveler:**  
Mark A R Mitchell

**Start Date:**  
1/13/2003

**End Date:**  
1/17/2003

**Tuesday, January 14, 2003**

**Start Date:**  
1/14/2003

**Start Time:**  
7:30 AM

**End Date:**  
1/14/2003

**End Time:**  
9:00 AM

**Appointment**

**Purpose:**  
Breakfast Meeting

**Location:**  
Hotel

Click here to insert the Appointment Address section

Click here to insert the Appointment Contacts section

Click here to insert the Appointment Notes section

Insert Air Transportation Below

Insert Appointment Entry Below

Insert Comments Below

Insert Ground Transportation Below

Insert Hotel Information Below

Remove

Cut

Copy

Paste

Fill out a form

Open a form

Design a form

Spotlight

Fig. 5a

502

Fig. 5b

**Notes**

Good access from established roads

Local economy needs the jobs

Strong recreation potential in all four seasons

**Signatures**  
Sign and print your name

Bullets and Numbering

Choose list formatting:

None

I. II. III.

A. B. C.

1. 2. 3.

i. ii. iii.

a. b. c.

o o o

Start numbering at: 1

504

**Purchase Request**

Request Number: \_\_\_\_\_ Placement Date: 2/8/2002

Priority: Normal Date Required: \_\_\_\_\_

**Submitted By:**

Name, Full: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Deliver To:** ( ☐ Same as Submitted By)

Name, Full: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Email: \_\_\_\_\_

**US Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Suggested Supplier:**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fig. 6a

**Purchas**

Request Number: \_\_\_\_\_ Placement Date: 2/8/2002

Priority: Normal Date Required: \_\_\_\_\_

**Submitted By:**

Name, Full: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Deliver To:** ( ☐ Same as Submitted By)

Name, Full: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Email: \_\_\_\_\_

**Suggested Supplier:**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fig. 6b

Document1 - Microsoft XDocs

Purchase Request

Request Numbers:

Placement Dates: 2/8/2002

Priority: Normal

Date Required:

Submitted By:

Name, Full:

Employee ID:

Email:

Address:

City:

State:  Postal Code:

Phone Number:

Deliver To: ☐ Same as Submitted By

Name, Full:

Employee ID:

Email:

Address:

City:

State:  Postal Code:

Phone Number:

Suggested Supplier:

Company Name:

Phone Number:

Context Menu:

- Copy
- Paste
- Bold
- Bullets and Numbering...
- Hyperlink...
- Replace with
- German Address

Fig. 7a

Document1 - Microsoft XDocs

Purchase Request

Request Numbers:

Placement Dates: 2/8/2002

Priority: Normal

Date Required:

Submitted By:

Name, Full:

Employee ID:

Email:

Address:

City:

State:  Postal Code:

Phone Number:

Deliver To: ☐ Same as Submitted By

Name, Full:

Employee ID:

Email:

Address:

City:

State:  Postal Code:

Phone Number:

Suggested Supplier:

Company Name:

Phone Number:

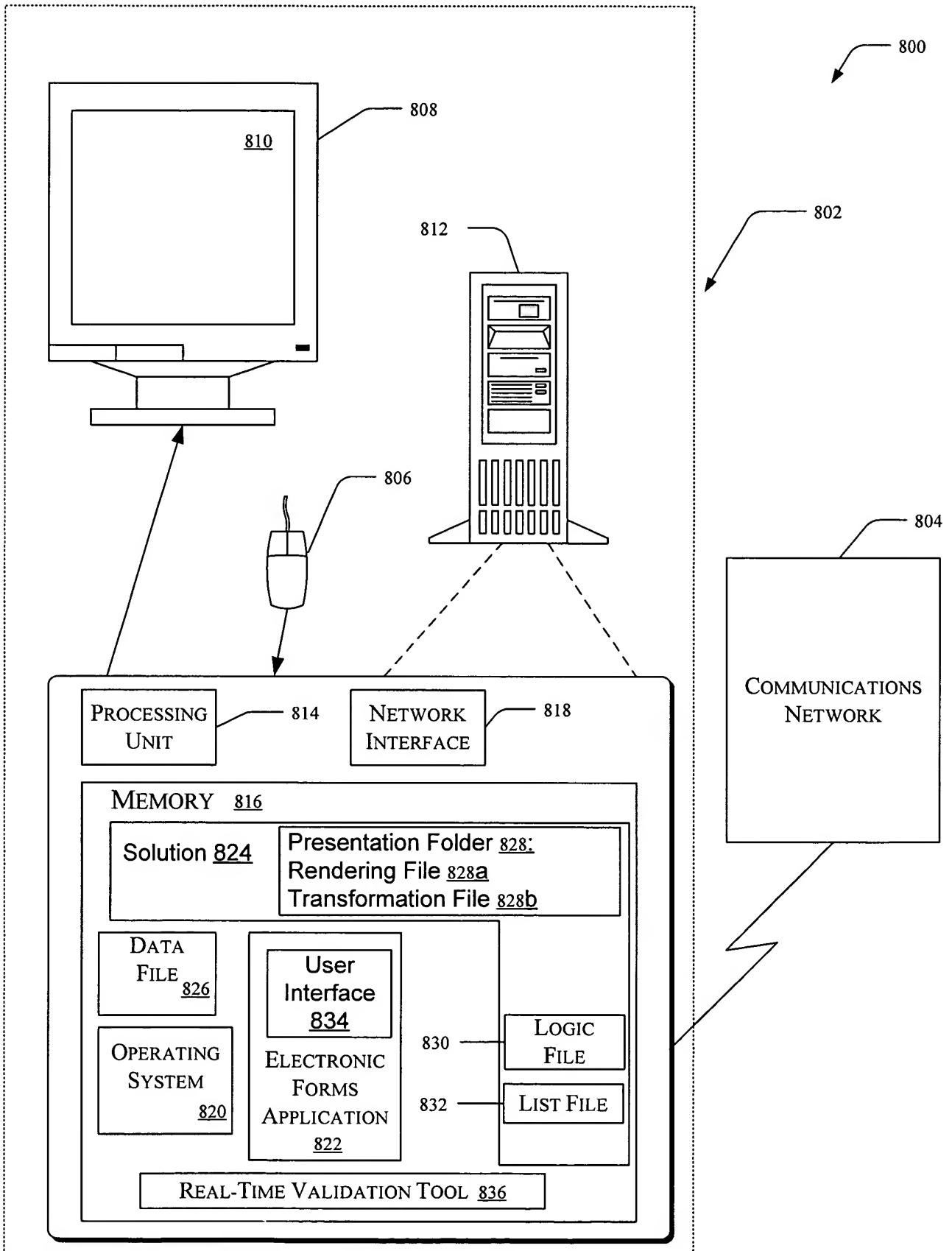
Context Menu:

- Copy
- Paste
- Bold
- Bullets and Numbering...
- Hyperlink...
- Replace with
- German Address

Fig. 7b

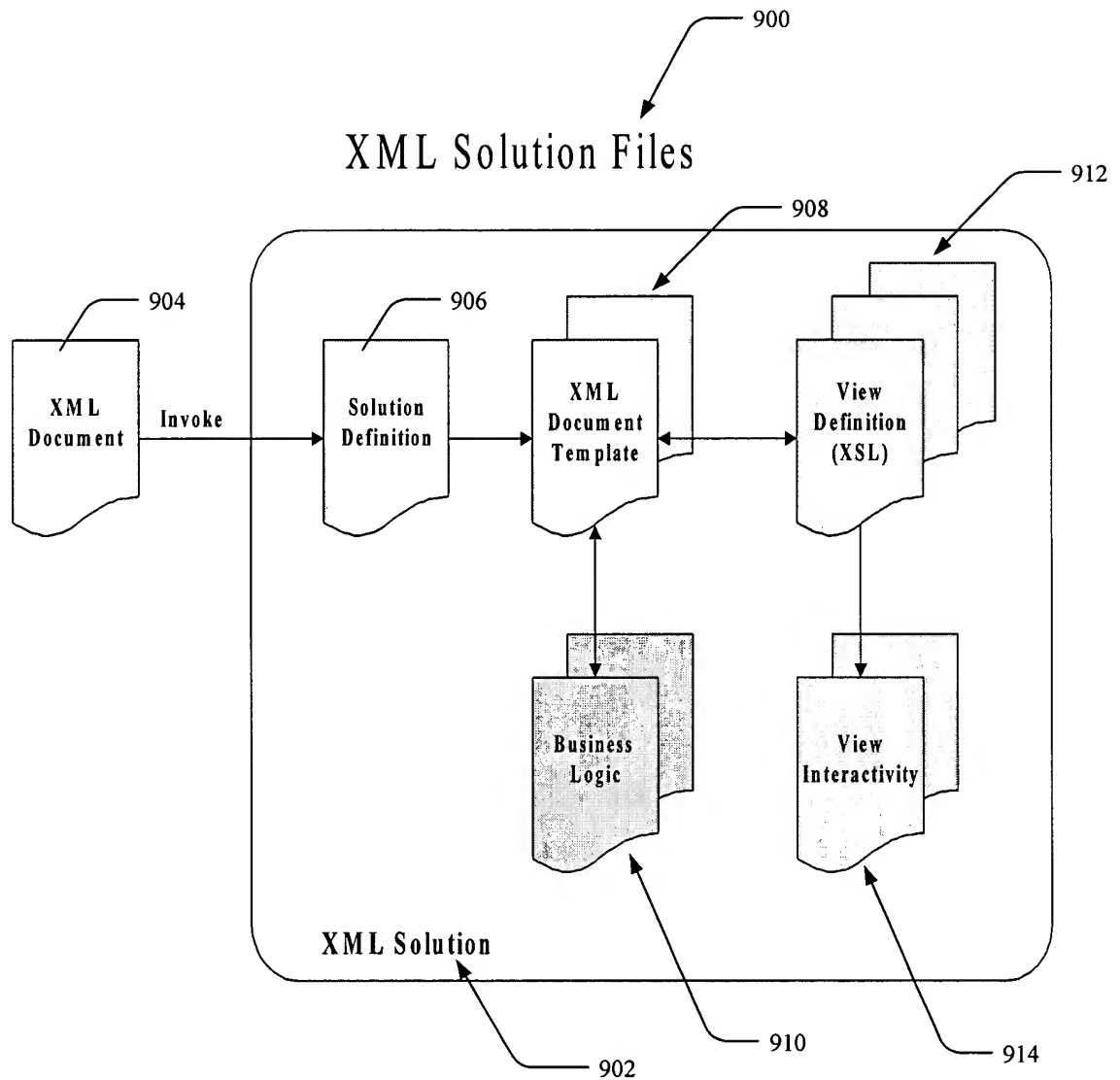
704

*Fig. 8*



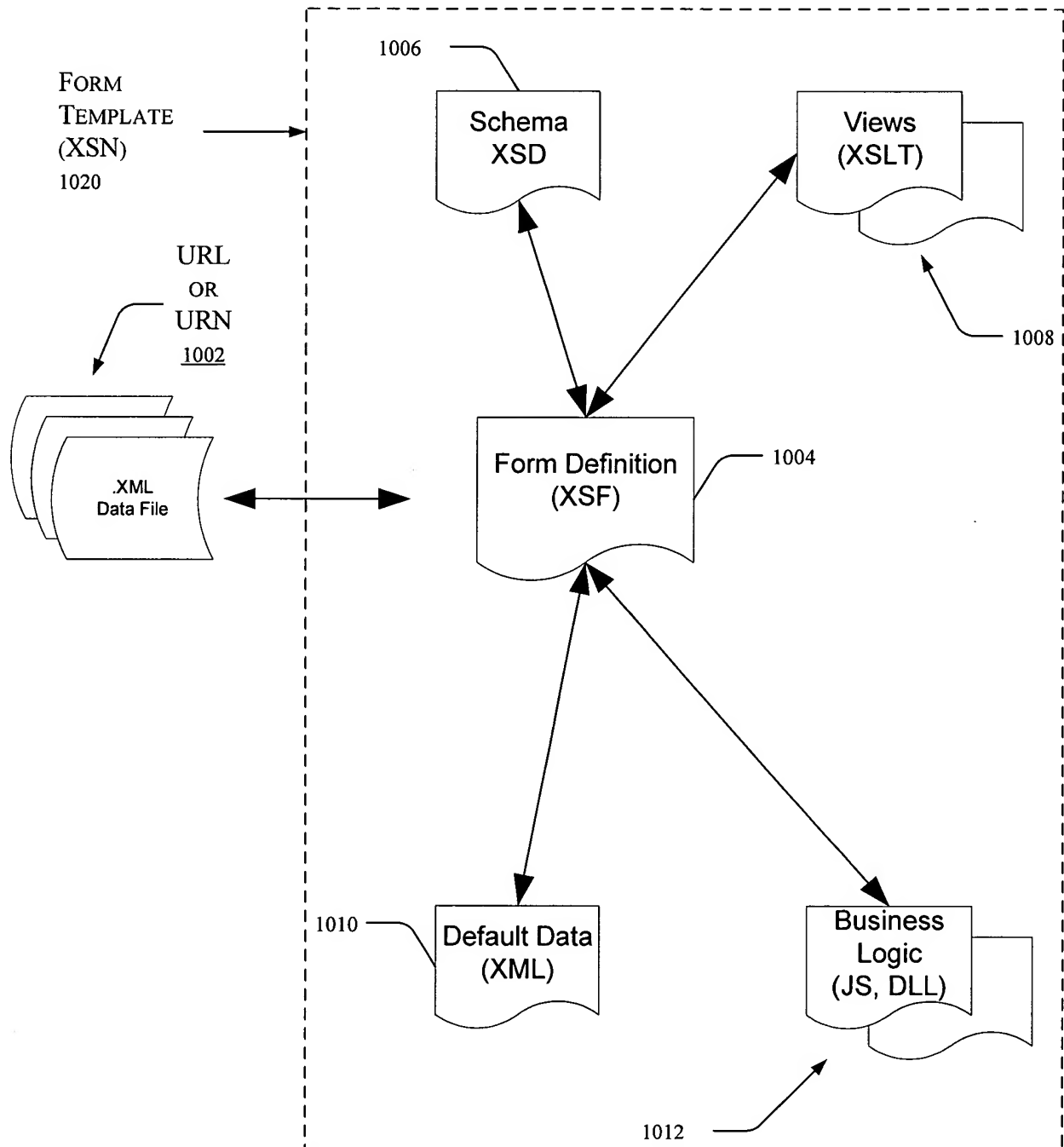


*Fig. 9*



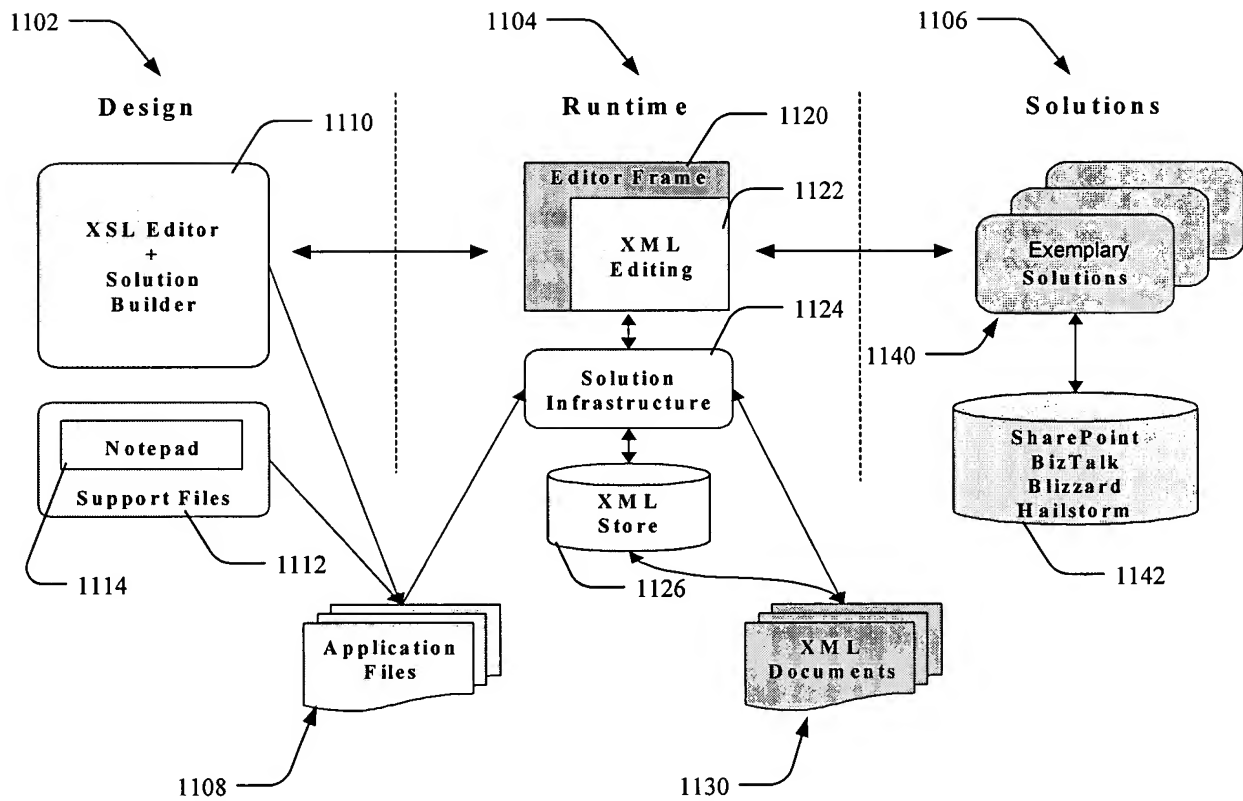
1000

*Fig. 10*

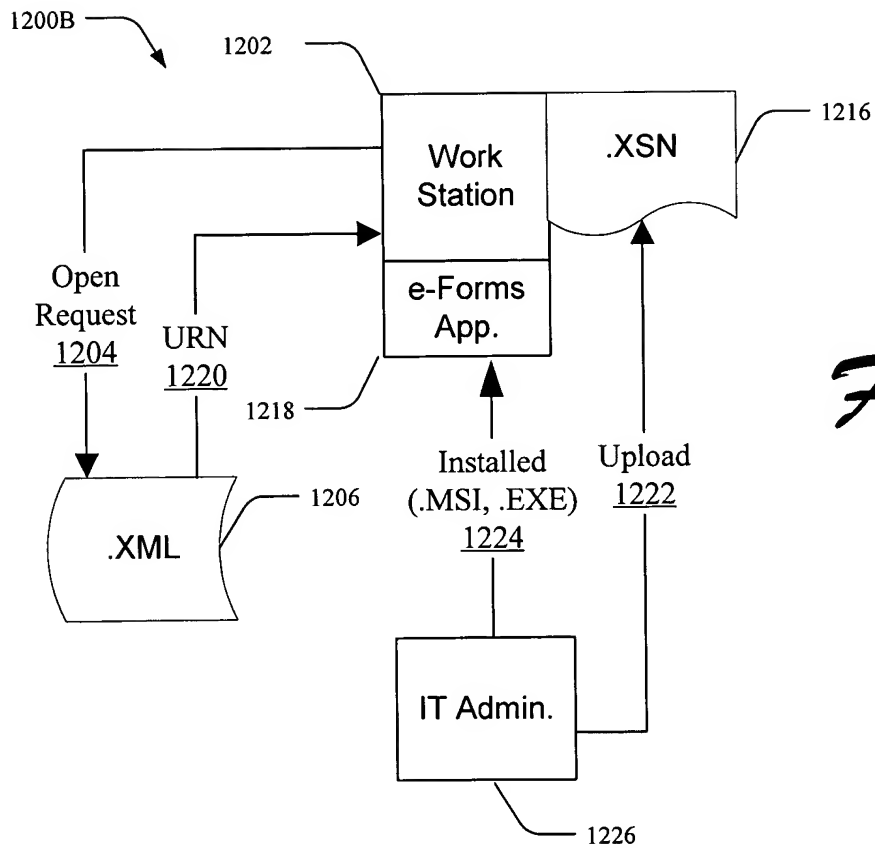
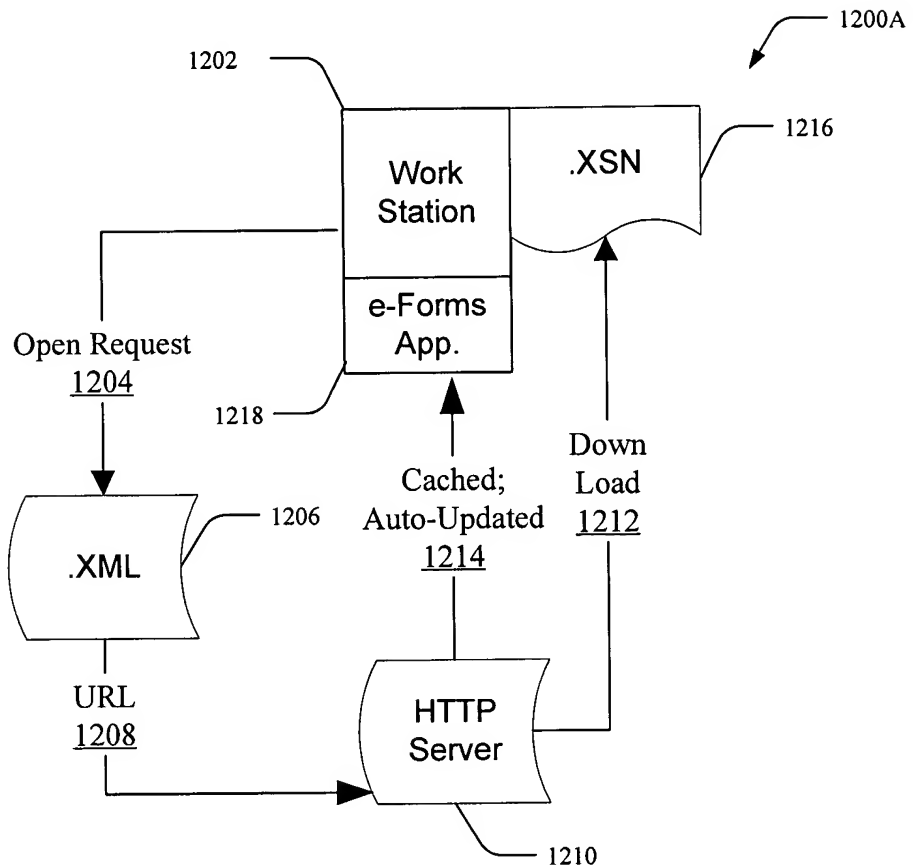


1100

*Fig. 11*



*Fig. 12a*



*Fig. 12b*

1300

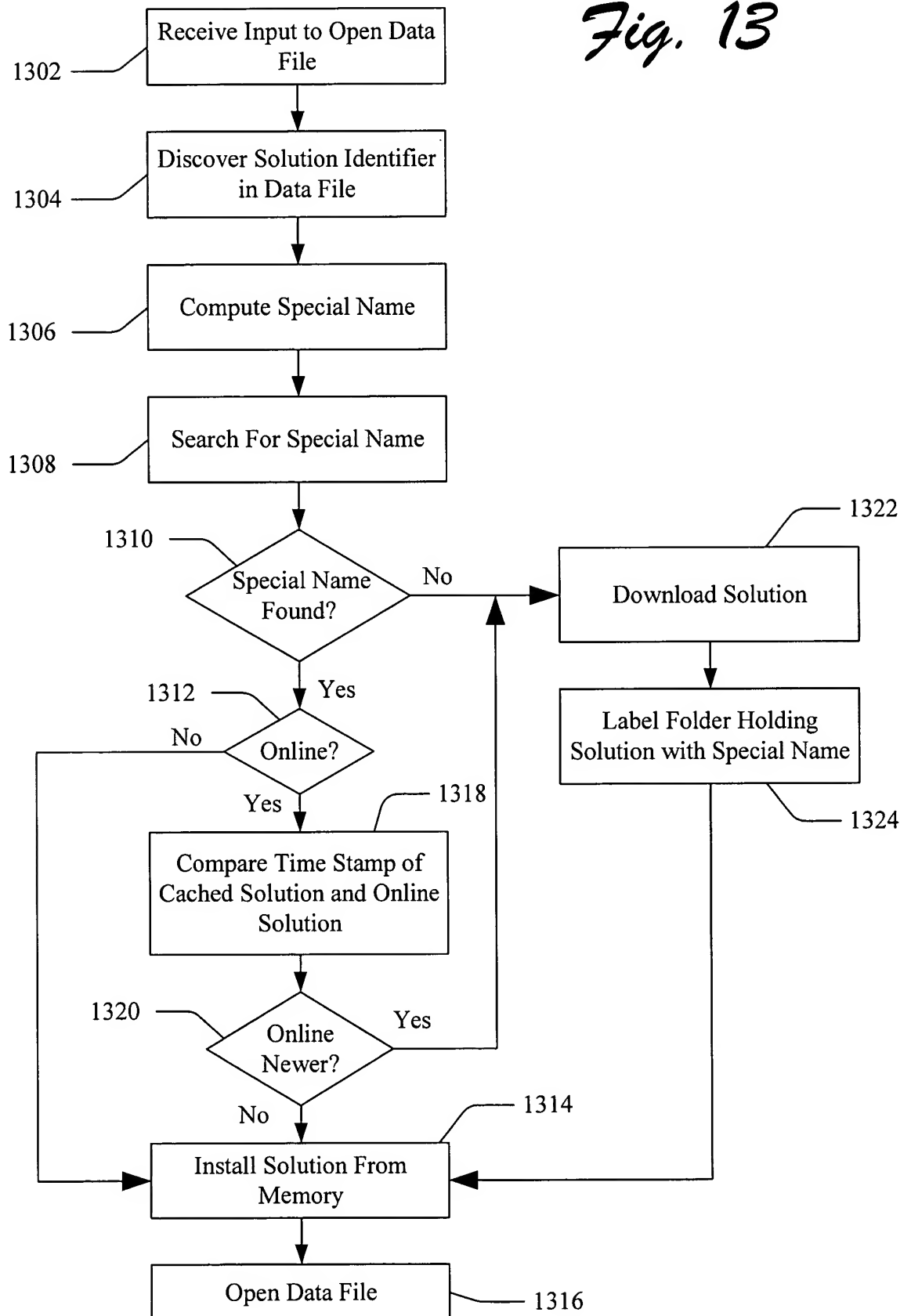
*Fig. 13*

Fig. 14

